



*State of Louisiana*  
DIVISION OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

November 16, 2000

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-19

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Report of Aged Outstanding Payroll Checks

Attached is the BL1537-01 report, Aged Outstanding Checks by P/R Reporting Number, for period ending January 20, 2001. This future date was used to capture outstanding payroll checks through the 10/20/00 payday that have not cleared the bank as of 11/01/00 and outstanding supplemental and service checks dated through 10/20/00 that have not cleared the bank as of 10/31/00. This report lists the outstanding payroll, supplemental, and service checks issued for your agency. Please refer to the OSUP Standard Accounting Procedures Manual, Section 1.07 for processing instructions.

By **December 15, 2000**, each agency must:

1. Clear as many of these outstanding checks as possible. Do not rework checks handled on previous reports. It should be noted that the State Treasurer's Office is not required to publish notice of any items which are less than \$50, and agencies are **NOT REQUIRED** to clear these checks.
2. Report to the Office of State Uniform Payroll the status of each outstanding check by notation on the attached report.

When sending your report to the Office of State Uniform Payroll, make certain that the attached letter of certification (UPR/F31) is signed by your department head and included. Prior to forwarding the BL1537-01 report to OSUP, make a copy for your records. **Do not forward to OSUP aged checks issued to employees who are unable to be located. Any checks issued to employees who are not due the money should be voided per instructions in OSUP Standard Accounting Procedures Manual, Section 2.01. It is the agency's responsibility to verify that all documents submitted are 1) processed and 2) processed correctly by reviewing the biweekly Void & Supplemental registers.**

For additional information, please contact Angel Vernon at (225) 342-0717. Your cooperation is appreciated.

RSM:ACV:kmb

Attachments